

HiCAMS User Guide

Chapter 4: Contract Tracking

Section 1: Review Material Receipts

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About Material Receipts

The Resident Engineer (RE) office is responsible for documenting the receipt of materials on the project site. Some materials are received by completing a Report of Material Received M&T Form 251 (MRR) and some are received by creating Ticket Books. Supporting documents, such as Certifications, Invoices, and Alternate ID lists, are attached to the MRR.

NOTE: All Materials and supporting documentation must be received onto the Project. Some materials will not be entered in HiCAMS. The supporting documentation and tickets for Materials which are not entered in HiCAMS should be maintained in a folder in the project records with a notation similar to "Not received in HiCAMS".

To determine how the Materials are to be received, consult the Minimum Sampling Guide (MSG) found under **References > Minimum Sampling Guide**. The How Received code will be either Material Receipt, Ticket, or Not Received.

NOTE: This information is also contained on the Standard Report "Contract Bill of Materials Report" in the column labeled How Received.

To receive Materials in HiCAMS, the Material must be present on the Contract Bill of Materials for that Contract.

When a Material Receipt record is inserted on a project in HiCAMS, information about how the material is accepted also defaults from the MSG. The MSG controls whether Certification data or Alternate IDs need to be entered on the MRR record in order for the Accepted Quantity to update.

NOTE: The Material Received quantity should always equal or exceed the amount of Material that has been Paid for on a Project.

Additional Information about receiving specific materials can be found on the HiCAMS home page in the FAQ section. To access the HiCAMS home page, go to **Help > HiCAMS Homepage**.

Entering A Material Receipt

Material Receipts can be entered two ways, either by Inserting a new record, or by performing a Save As to an existing record.


To work with the Review Material Receipts window, go to **Functions > Contract Tracking > Review Material Receipts**.

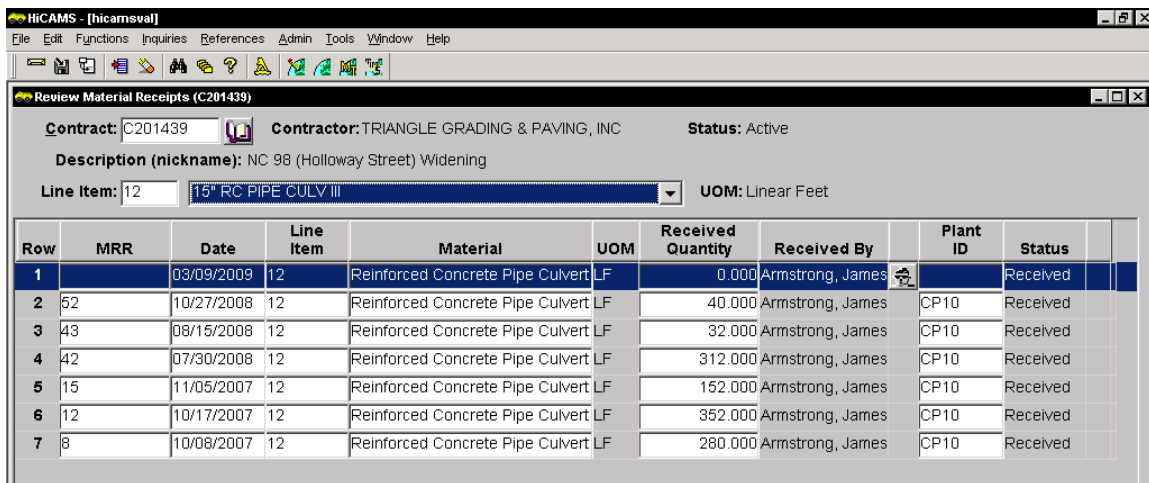
Inserting a New Record

Step 1: Enter the Contract Number whose Material Receipts you wish to enter in the Contract field.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: Select the Line Item for which you are entering the Material Receipt either by typing in the Line Item number in the small field to the right of the words "Line Item" or by selecting it from the drop down list. Any existing Material Receipts for that Line Item Material will display in the grid.

Step 3: Click the Insert button  (or Insert key) and a new row will be entered. The new row is inserted at the top of the existing rows and becomes Row 1. The Date defaults to the current date. The Line Item defaults based on the Line Item originally selected, and Received By defaults to the name of whomever is logged in.



The screenshot shows the HiCAMS - [hicamsval] window with the menu bar (File, Edit, Functions, Inquiries, References, Admin, Tools, Window, Help) and a toolbar. The main window is titled "Review Material Receipts (C201439)". It displays the following information:

- Contract: C201439
- Contractor: TRIANGLE GRADING & PAVING, INC
- Status: Active
- Description (nickname): NC 98 (Holloway Street) Widening
- Line Item: 12
- Material: 15" RC PIPE CULV III
- UOM: Linear Feet

Below this information is a table with the following columns: Row, MRR, Date, Line Item, Material, UOM, Received Quantity, Received By, Plant ID, and Status. The table contains 7 rows of data:

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1		03/09/2009	12	Reinforced Concrete Pipe Culvert	LF	0.000	Armstrong, James		Received
2	52	10/27/2008	12	Reinforced Concrete Pipe Culvert	LF	40.000	Armstrong, James	CP10	Received
3	43	08/15/2008	12	Reinforced Concrete Pipe Culvert	LF	32.000	Armstrong, James	CP10	Received
4	42	07/30/2008	12	Reinforced Concrete Pipe Culvert	LF	312.000	Armstrong, James	CP10	Received
5	15	11/05/2007	12	Reinforced Concrete Pipe Culvert	LF	152.000	Armstrong, James	CP10	Received
6	12	10/17/2007	12	Reinforced Concrete Pipe Culvert	LF	352.000	Armstrong, James	CP10	Received
7	8	10/08/2007	12	Reinforced Concrete Pipe Culvert	LF	280.000	Armstrong, James	CP10	Received

Step 4: Enter the MRR number and change the date to match the date on the original Material Receipt form if necessary.

- Step 5:** If there is only one Material on the Contract Bill of Materials for the Line Item selected, it will default in the Material column. If there is more than one Material on the CBOM for the Line Items, select the Material you are receiving from the drop down list in the column Material. The Materials on the list are the same ones that appear on the Contract Bill of Material for the designated Line Item. The Unit of measure will default based on the Material selected.

Review Material Receipts (C201562)

Contract: C201562 Contractor: BALFOUR BEATTY CONSTRUCTION INC Status: Activated

Description (nickname): Bridge - Stadium Drive - Wake Forest

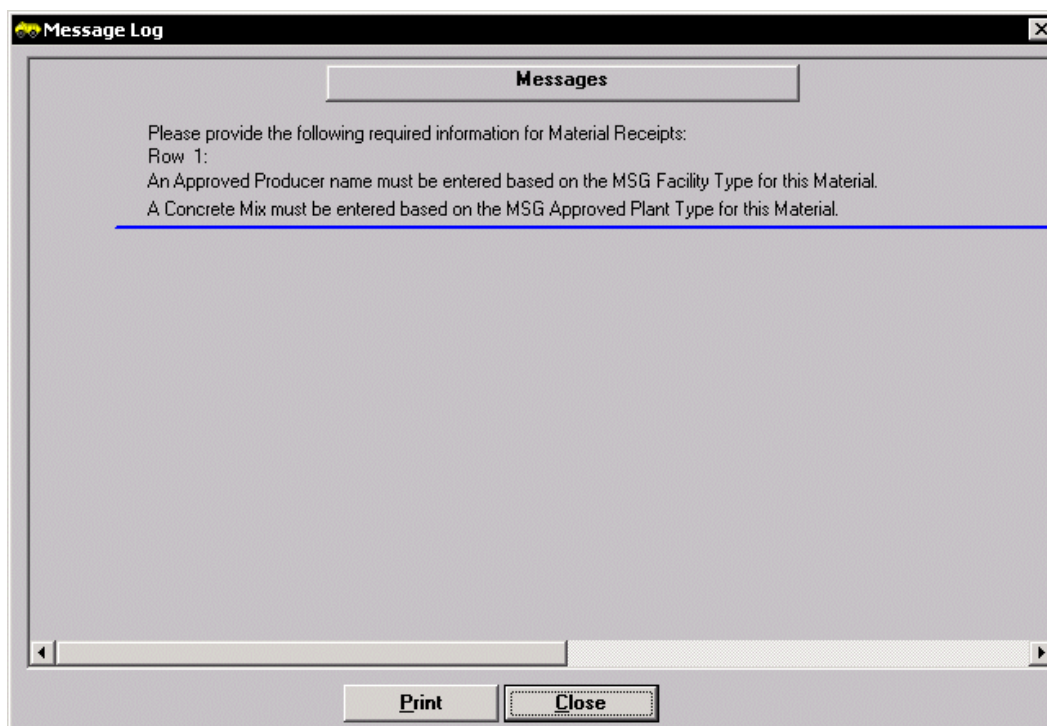
Line Item: 9 MASNRY DRAINAGE STRUCT UOM: Each


Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1	6	05/22/2006	9	<input type="text"/>		0.000	Novello, Marie B		Received
2	4	05/04/2006	9	Concrete, Class B - CY					
3	2	04/28/2006	9	Precast Concrete Units - EA					
				Reinforcing Steel, Plain, For Miscellaneous Use - LB					

Note: If the Material you need is not present on the drop down list, you must add it to the Contract Bill of Materials to make it available.

- Step 6:** Enter the Received Quantity, and update the Received By field, if necessary. In general, the name in the Received By field is the person who created the paper Material Receipt, not the person doing the data entry. Use the staff selection button to select a different name.
- Step 7:** Some Materials such as Concrete, Frames and Grates, and Structural Steel require a Plant ID. If you know the producer's Plant ID, it can be typed in the Plant ID field. If not it will be selected on the General Tab.

- Step 8:** To determine what other information is required, consult the Minimum Sampling Guide for this Material Type or Save the record. An error message similar to the following may appear:



- Step 9:** To enter the Approved Producer/Supplier, click on the Factory Icon  on the General Tab. If an Approved Producer/Supplier is **required**, the Producer/Supplier selection box opens with the Facility Type set to the required Facility Type, in this case, Ready-Mixed Concrete. The list is automatically filtered for only that Facility Type which is required by the Minimum Sampling Guide.

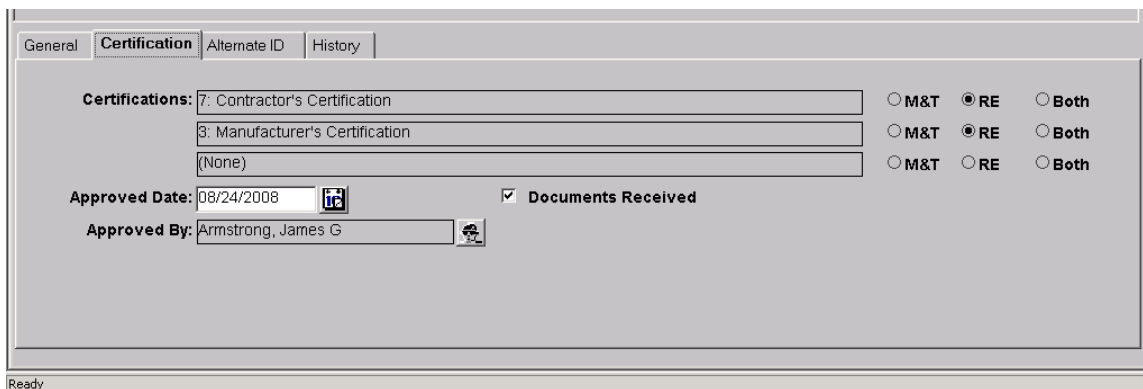


Note: Remember that although all active Ready Mix plants appear in the search window, Concrete Mix Designs are assigned on a Project by Project basis. The mix designs must be submitted to the Physical lab at M&T for approval prior to their usage on a project. To see what Concrete Mix Designs are assigned to a contract, go to **References > Concrete Mix Designs > Assign Contracts** and enter your contract number. The Ready Mix plants on this list are the ones that can be used for this contract.

Note: If the Facility Type defaults to **ALL** (see below), the producer of the material does not need to be an Approved Producer/Supplier. The name of the producer/supplier should be typed in the Other Producer Supplier field.



Step 10: If the Material requires Certification information, complete the Certification Tab.



Confirm that the certification is of the correct type. Enter the Date the Inspector approved the certification, check the Documents Received checkbox, and select the Inspector who approved the certification from the Staff List.

Step 11: If the Material requires that an Alternate ID be entered, complete the Alternate ID Tab.

Row	Alternate Type	Alternate ID	Received Quantity	Accepted Quantity	Sample ID	FIR Report Type	FIR Report ID
1	▼	CI2-	0.000	.000			

Define Range
Count: 2
Create Range
Clear Range

Ready

A row for the first Alternate ID should have been entered by HiCAMS. If not, click the Insert button in the tool bar. Notice that the Producer/Supplier plant ID defaults into the Alternate ID field.

Select the Alternate ID type from the drop down list.

Row	Alternate Type	Alternate ID	Recei Quan
1	▼	CI2-	

Batch
Girder
Heat
Lot

Ready



Note: If you are unsure what Alternate ID type to select for your material, please contact the M&T HiCAMS support staff at 1-919-329-HELP (4357).

Enter the Received Quantity and Save the record. The total of the Received Quantities for all Alternate IDs must be less than or equal to the Received Quantity for the Material. If the Alternate ID is associated to a Sample or a Field Inspection Report (FIR) and there is a quantity still available on it, the Accepted Quantity will update, and the Sample or FIR number will be populated when the record is Saved.


Note: If a number of Alternate IDs that are in a sequence need to be entered, use the **Create Range** functionality, the same as in the Enter Samples window.


To use this functionality, enter the first Alternate ID and Save. Then update the Count field to be the total number of Alternate IDs in the sequence that are needed. Click Create Range and 10 Alternate IDs will be inserted.

For example, if the Alternate IDs that need to be entered are PC-090308-1 through PC-090308-10, enter the first Alternate ID ending in 1 and Save. Next set the Count to 10, then Create Range. A total of 10 Alternate IDs will now appear on the Alternate ID tab.

Step 12: After all required information has been entered, Save the record. A green check mark  should appear in the far right column. If any of the required information is not entered, an error message will appear that references the row number and the missing information and a red X  will appear on the unsaved row. Entering the requested information should allow the record to be saved.

Entering an MRR using the Save As Button

The **Insert** button  creates a single row in the grid. It can be used repeatedly, and then the data filled into multiple rows before a Save. Tabbing is an effective way to navigate in the rows.

The **Save As** button  makes a copy of the selected row minus the quantity, including the date and Received By Inspector. Processed, Not Estimated, and Void Records can be **Save As'd**.

Save As can also be used to create multiple rows before the data entry is done. You may want to do your first Save As and update the date, then create your additional rows from that record as it will then carry the new date forward with it. This allows the Tab key to be used to navigate through the data entry fields.

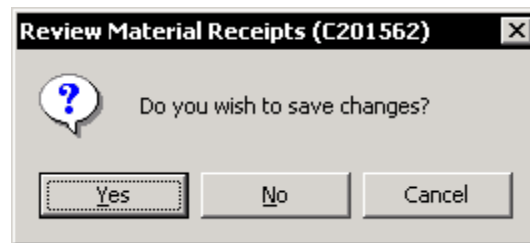
Note: *If the Conversion Factor has been changed on the CBOM, an **Insert** record will have the new (current) conversion factor. A **Save As** record will have the Conversion Factor of the original record.*

Changing Existing Records

Changing the Line Item or Material entered

If the record has already been saved, and you discover an error in the Line Item number, the Material, or the quantity, simply change that information and Save again. HiCAMS will once again perform the data entry checks and alert you to any missing information which must be entered in order for the record to be saved.


Note: *It is sometimes possible to eliminate errors by closing the window and answering No when the system asks if you wish to Save changes. This removes all data entered since the last Save occurred and restores Alternate IDs removed in error.*



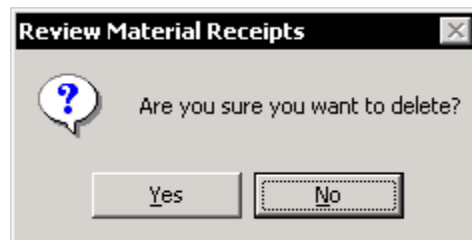
Deleting Or Voiding an Existing Record or Alternate ID

If the record was entered in error, and it has not been Saved, hit the **Delete** button (in the toolbar) and it will be removed. Once the record has been Saved, use the **Void** button (in the toolbar) to remove the effect of the entered record.


Step 1: Select the record entered in error.

Step 2: Click the Delete button . If the delete button is not available, go to Step 5.

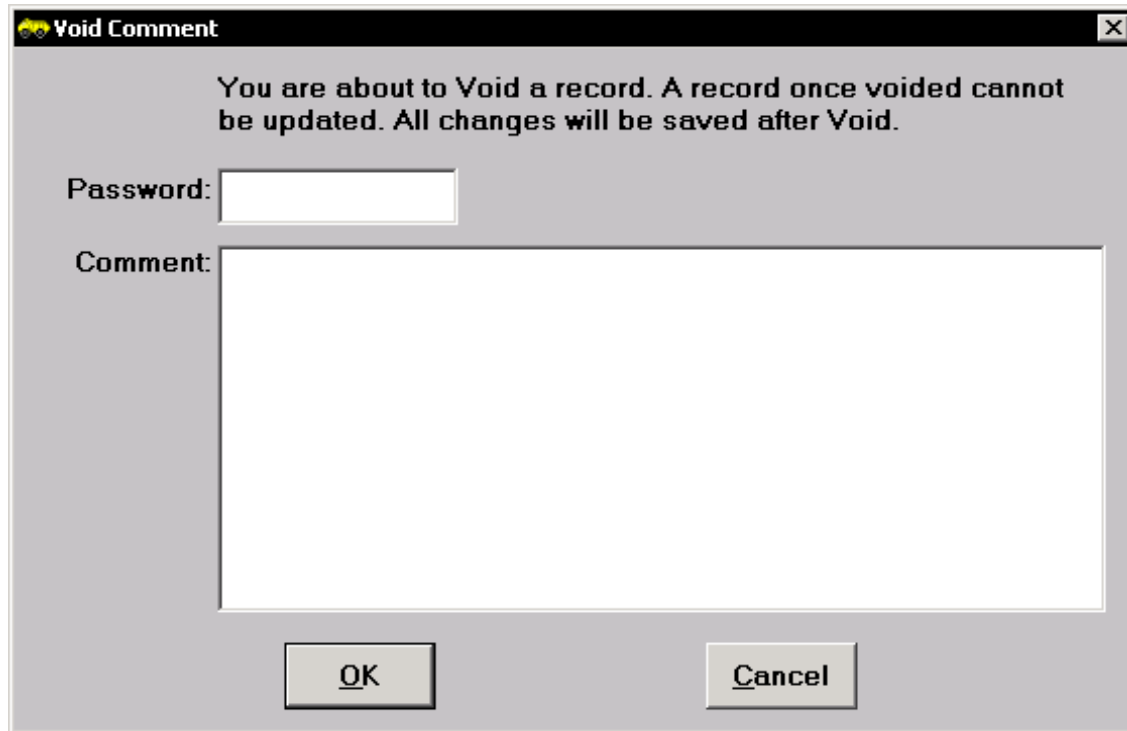
Step 3: When the "Are you sure you want to Delete?" Message opens, click Yes if you want to delete the record.



Step 4: If the record has already been Saved, the Delete button will not appear. The Void button will appear instead.

Step 5: Click on the Void button .

Step 6: The Void Comment box opens.

A screenshot of a software dialog box titled "Void Comment". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the dialog box contains a warning message: "You are about to Void a record. A record once voided cannot be updated. All changes will be saved after Void." Below this message, there are two input fields. The first is labeled "Password:" and is a single-line text box. The second is labeled "Comment:" and is a larger multi-line text box. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button has the letters "OK" underlined, and the "Cancel" button has the letter "C" underlined.

- Step 7:** Enter your HiCAMS password in the Password field and type a comment in the Comment field. The comment should provide enough information that the reason the record was voided is self explanatory. A comment such as "Entered on the wrong Contract" is better than simply stating "Error"
- Step 8:** Click OK. The MRR record status will be changed to Void, and the Received Quantities removed from the Project Certification calculations.

Note: *The Delete icon will appear when the Alternate ID tab is open, even after the MRR has been Saved. The only thing that can be deleted at that time is the Alternate ID rows. If you wish to negate the entry of the Material Receipt, VOID the record instead.*

Transferring Materials

Materials can be transferred from one construction project to another, and in HiCAMS. When Material is transferred, information about the acceptability of the Material goes with it. In fact, the point of doing a Material Transfer – as opposed to an “unreceipt” on the source project and a receipt on destination project – is that the determination of acceptability does not have to be done again (although the destination project will frequently choose to take its own Project Acceptance samples).

Transfers are initiated when the Contractor asks the Resident Engineer (RE) on the project which has the Material (the source project) if it can be transferred to another destination, typically another DOT project (the destination project). The RE identifies the appropriate Material Receipt, which is linked to acceptability information. The destination project information and quantity of Material to be transferred are entered in HiCAMS. If the system indicates that the desired quantity of Material is available for transfer and the destination is another DOT project, a notification is sent to the Resident Engineer and Project Engineer for the destination project to alert him/her of the transfer, and a skeleton MRR record is created for the destination project. The skeleton MRR record will be linked to the acceptance information on the originating project. When the Material arrives at the destination project, the Material is received through the Material Receipt process by updating the skeleton MRR record which was created by the Material Transfer.

The RE Office initiating a Materials Transfer will also have the option to enter a destination of “Other”. This feature allows materials to be transferred to other projects besides those administered through HiCAMS. Additionally, if material is stolen or removed from the source project site, a “transfer” to “Other” can be used to decrement the source project’s quantity of Material Received to keep it consistent with the physical material on hand.

Note: *If a Metric material is being transferred to an English project, the skeleton MRR for the destination project will reflect the equivalent Material, with the appropriate converted quantity.*

In order to perform this transfer, certain conditions must be met.

1. The Material must be on the other Contract's Contract Bill of Materials.
2. The quantity transferred cannot exceed the calculated quantity of Material Paid to date.
3. The quantity transferred cannot exceed the quantity received on an individual MRR. Multiple MRRs for the same Material can be transferred.
4. Materials with an outstanding Material Prepayment balance on the current Contract Estimate for the select MRR Material and Line Items cannot be transferred if the Prepayment balance has not been reduced to zero.

Creating a Materials Transfer

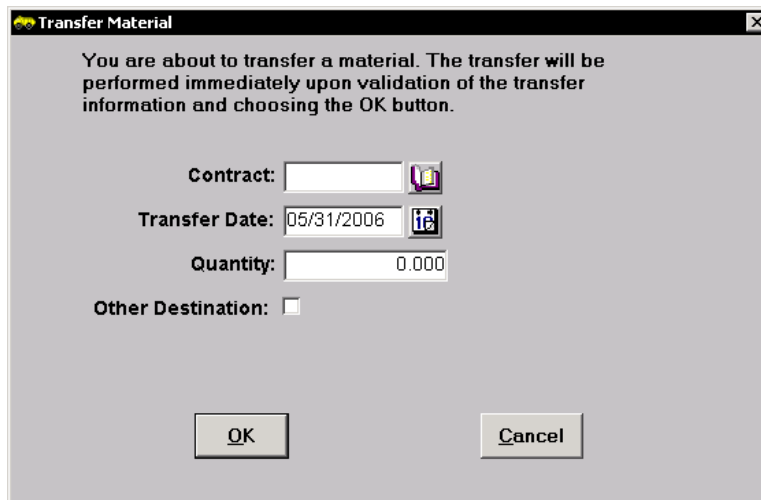
Step 1: Select the Material Receipt which contains the Material to be transferred.

Note: Alternate IDs on the Material being transferred should match the alternate IDs on the MRR selected.

Step 2: Click on the Transfer button .

Note: The Transfer button is only available for rows which have been previously Saved.

The Transfer window opens.

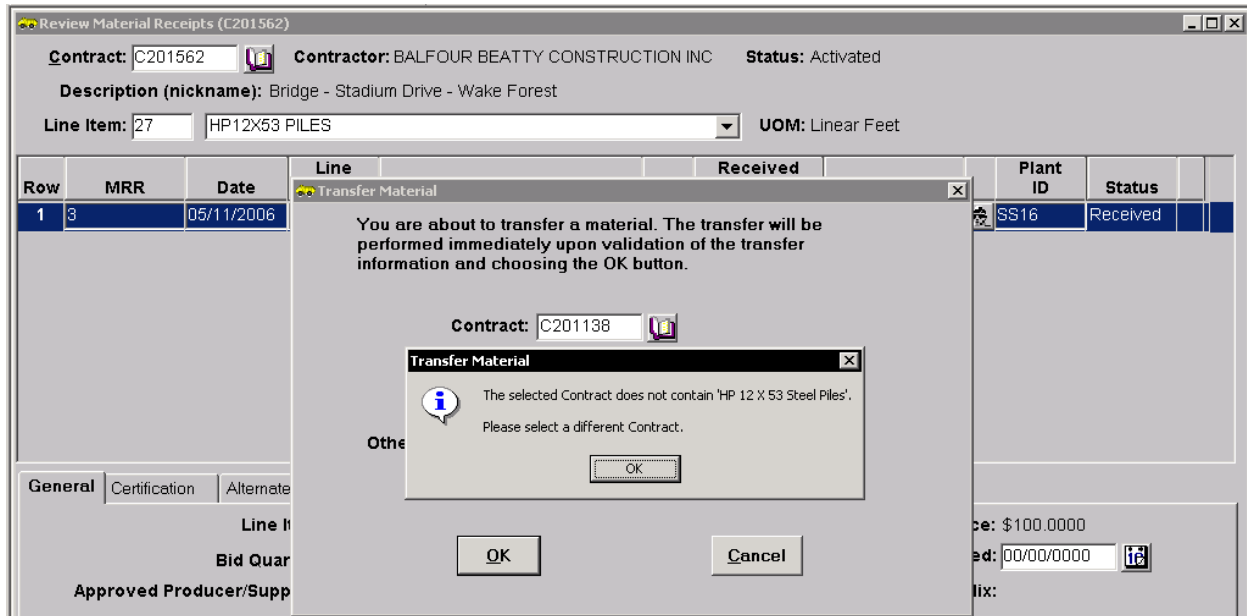


The image shows a 'Transfer Material' dialog box. It has a title bar with a yellow icon and the text 'Transfer Material'. The main text inside says: 'You are about to transfer a material. The transfer will be performed immediately upon validation of the transfer information and choosing the OK button.' Below this text are four input fields: 'Contract:' with an empty text box and a folder icon; 'Transfer Date:' with a date picker showing '05/31/2006' and a calendar icon; 'Quantity:' with a text box containing '0.000'; and 'Other Destination:' with an unchecked checkbox. At the bottom are two buttons: 'OK' and 'Cancel'.

Step 3: Enter the Contract number of the destination project.

Possible Error:

If the Contract Bill of Materials for the destination project does not have the Material selected assigned to one of its Line Items, the following error message will appear:



If this occurs, confirm that the Contract entered is the destination project.

If the Contract number is correct, contact the Resident Engineer's office to whom the Contract is assigned and ask that the material in question be added to the Contract Bill of Materials for the appropriate Line Item. Then create the Materials Transfer.

Step 4: If the date on the Materials Transfer is not today's, enter the correct date.

Step 5: Enter the Quantity to be transferred. Click OK.

Possible Error:

If the Quantity you entered is greater than the MRR quantity, the following message will appear:

The screenshot shows the 'Review Material Receipts (C201562)' window. At the top, it displays 'Contract: C201562', 'Contractor: BALFOUR BEATTY CONSTRUCTION INC', and 'Status: Activated'. Below this, 'Description (nickname): Bridge - Stadium Drive - Wake Forest' and 'Line Item: 27 HP12X53 PILES' are shown, along with 'UOM: Linear Feet'. A table lists the material receipt details:

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1	3	05/11/2006	27	HP 12 X 53 Steel Piles	LF	550.000	Bennett, Ransom	SS16	Received

An error dialog box titled 'Transfer Material' is open, displaying the message: 'The Transfer Quantity cannot be greater than the Material's Received Quantity of 550.000.' The dialog box also shows 'Contract: C200725', 'Transfer Date: 05/31/2006', and 'Quantity: 600.000'. The 'Other Destination' checkbox is unchecked. The 'OK' button is visible at the bottom of the dialog box. In the background, the 'General' tab is selected, showing fields for 'Line Item', 'Bid Quantity', 'Approved Producer/Supplier', 'Other Producer/Supplier', 'Brand Name', 'How Accepted', and 'Comment'.

Click OK to close the error message and change the quantity so that it is less than or equal to the Received Quantity on the MRR selected.

Possible Error:

If the quantity you entered is greater than the MRR Received Quantity minus the amount Paid to Date (includes any amount with a status of Paid or In Process), the following message will appear:

The screenshot shows the 'Review Material Receipts (C201562)' window. At the top, it displays 'Contract: C201562', 'Contractor: BALFOUR BEATTY CONSTRUCTION INC', and 'Status: Activated'. Below this, the 'Description (nickname): Bridge - Stadium Drive - Wake Forest' and 'Line Item: 27 HP12X53 PILES' are shown, along with 'UOM: Linear Feet'. A table lists the material receipt details:

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1	3	05/11/2006	27	HP 12 X 53 Steel Piles	LF	550.000	Bennett, Ransom	SS16	Received

An 'Transfer Material' dialog box is open, displaying the following information:

- Contract: C200725
- Transfer Date: 05/31/2006
- Quantity: 550.000
- Other Destination: ☐

A smaller error dialog box is overlaid on the transfer dialog, with a red 'X' icon and the following text:

Transfer Material

Material that has theoretically been paid for cannot be transferred. The Estimated paid quantity of 600.000 on C201562 for the current Line Item and Material combination exceeds the calculated total remaining Received Quantity of 0.000.

Please reduce the Transfer Quantity.

Buttons: OK

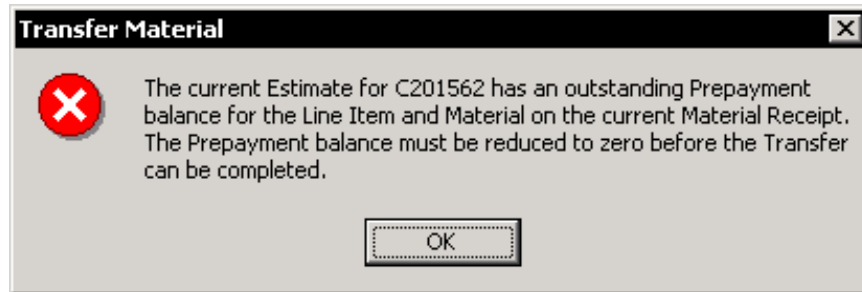
The background window also shows tabs for 'General', 'Certification', and 'Alternate ID'. The 'General' tab is active, showing fields for 'Line Item', 'Bid Quantity', 'Approved Producer/Supplier', 'Other Producer/Supplier', 'Brand Name', 'How Accepted: Certification', and 'Comment'.

In this case, a Pay Record in the amount of 600.00 LF of Steel Piles is In Process on an estimate. The Material Quantity is calculated by taking the Pay Record quantity and multiplying it by the conversion factor. In this case, 600.00 LF Paid times conversion factor of one equals 600.00 LF of material needed. If 600 LF of Piles were transferred there would be none remaining as received for this contract.

Either the Materials Transfer needs to not be done, or the Pay Record needs to be Voided, or additional Materials need to be Received.

Possible Error:

If any Material Prepayment exists for this Material and Line Item combination and it has an outstanding Material Prepayment balance on the current Estimate greater than 0.00, the Material cannot be transferred.



Multiple Material Prepayments can be entered for the same Line Item and Material combination. At this time, there is no linkage between the Material Prepayment and the Pay Record and the Material Receipt. The Material can be physically transferred but cannot be transferred in HiCAMS until the MPP balance is zero.

The Skeleton Material Receipt Record

This is an example of what the system generated Material Receipt skeleton record looks like:

HiCAMS - [train]
 File Edit Functions Inquiries References Admin Tools Window Help
 Training Environment

Review Material Receipts (C201256)

Contract: C201256 Contractor: APAC - ATLANTIC, INC. THOMPSON ARTH Status: Activated
 Description (nickname): SEDGE GARDEN 2006
 Line Item: 29 HP12X53 PILES UOM: Linear Feet

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1		05/24/2006	29	HP 12 X 53 Steel Piles	LF	89.000	Huffman, Terry L	SS19	Transfer
2		05/22/2006	29	HP 12 X 53 Steel Piles	LF	53.347	Byrd, Barry R	SS59	Transfer
3		04/17/2006	29	HP 12 X 53 Steel Piles	LF	127.953	Byrd, Barry R	SS59	Transfer
4		04/17/2006	29	HP 12 X 53 Steel Piles	LF	39.862	Byrd, Barry R	SS59	Transfer
5		03/09/2006	29	HP 12 X 53 Steel Piles	LF	240.000	Huffman, Terry L	SS19	Transfer

General Certification Alternate ID History

Line Item: 29 - HP12X53 PILES Unit Price: \$48.8500
 Bid Quantity: 375.000 Date Produced: 00/00/0000
 Approved Producer/Supplier: Skyline Steel Corp., Skyline Steel Corp. - Duluth, GA - SS19 Concrete Mix:
 Other Producer/Supplier: Small Quantity
 Brand Name:
 How Accepted: Certification Transferred From: C200891
 Comment:

Notice that all the fields are filled in except for the MRR number. The Received By fields are the names of the original inspector who received the Material, and the dates are the original date the material arrived on the source project.

The Material Receipt record has a status of Transfer until it is updated with a Material Receipt Number in HiCAMS.

Possible Error:

The Line Item assigned to the Transferred Material will be that of the first Line Item that has this Material on its Contract BOM. If the Material exists on more than one Line Item on the Contract BOM, type in the correct Line Item number when you are updating the other fields on the MRR.

When the Material arrives on the destination project, an Inspector on that project will create an MRR. Frequently, a Materials Transferred form M&T Form 255 will have been sent by the transferring Resident Engineer's office. It should be attached to the new

Material Receipt. The data on the MRR should be verified against the data on the transfer records, and the new MRR number entered.

Here is what the completed Transferred Material Receipt record looks like:

HICAMS - [Hicamsprod]

File Edit Functions Inquiries References Admin Tools Window Help

Review Material Receipts (C201256)

Contract: C201256 Contractor: APAC - ATLANTIC, INC. THOMPSON ARTH Status: Activated

Description (nickname): SEDGE GARDEN 2006

Line Item: 29 HP12X53 PILES UOM: Linear Feet

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1	7-S	05/24/2006	29	HP 12 X 53 Steel Piles	LF	89.000	Huffman, Terry L	SS19	Received
2	7-S	05/22/2006	29	HP 12 X 53 Steel Piles	LF	53.347	Byrd, Barry R	SS59	Received
3	7-S	04/17/2006	29	HP 12 X 53 Steel Piles	LF	127.953	Byrd, Barry R	SS59	Received
4	7-S	04/17/2006	29	HP 12 X 53 Steel Piles	LF	39.862	Byrd, Barry R	SS59	Received
5	7-S	03/09/2006	29	HP 12 X 53 Steel Piles	LF	240.000	Huffman, Terry L	SS19	Received

General Certification Alternate ID History

Action	Action Date	Status	Who	Comment
Transfer	05/24/2006 12:48:00 PM	Transfer	Elmore, Bethany S	A total quantity of 89.000 was transferred from Contract C200891 to create this skeleton record.
Create	06/09/2006 8:24:00 AM	Received	Myers, Dana C	

Ready

Remember

1. Materials must be on the Contract Bill of Materials in order to appear in the drop down Materials list.
2. Inserting a new row will use the current conversion factor and MSG. A Save As will use the conversion factor and MSG of the original record.

Window Definitions - Review Material Receipts

To work with the Review Material Receipts window, go to **Functions > Contract Tracking > Review Material Receipts**. Enter the Contract Number whose Material Receipts you wish to review in the Contract field.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Below is an example of the Review Material Receipts window for contract C201562 after selecting (All) Line Items.

HiCAMS - [Hicamsprod]

File Edit Functions Inquiries References Admin Tools Window Help

Review Material Receipts (C201562)

Contract: C201562 Contractor: BALFOUR BEATTY CONSTRUCTION INC Status: Activated

Description (nickname): Bridge - Stadium Drive - Wake Forest

Line Item: (All) UOM:

Row	MRR	Date	Line Item	Material	UOM	Received Quantity	Received By	Plant ID	Status
1	4	05/04/2006	9	Precast Concrete Units	EA	1.000	Bennett, Ransom	PC12	Received
2	2	04/28/2006	9	Precast Concrete Units	EA	1.000	Bennett, Ransom	PC12	Received
3	2	04/28/2006	10	Individual Castings Components	EA	1.000	Bennett, Ransom	CI2	Received
4	2	04/28/2006	11	Individual Castings Components	EA	1.000	Bennett, Ransom	CI2	Received
5	4	05/04/2006	20	Engineering Fabric, Type II (Unde	SY	944.000	Bennett, Ransom		Received
6	6	05/17/2006	24	Concrete, Drilled Pier	CY	24.000	Bennett, Ransom	RM219	Received
7	3	05/11/2006	27	HP 12 X 53 Steel Piles	LF	550.000	Bennett, Ransom	SS16	Received
8	6	05/17/2006	29	Reinforcing Steel, Plain	LB	7,734.000	Bennett, Ransom		Received

General Certification Alternate ID History

Line Item: 9 - MASNRY DRAINAGE STRUCT Unit Price: \$1,950.0000

Bid Quantity: 2.000 Date Produced: 00/00/0000

Approved Producer/Supplier: Carolina Precast Concrete Co., Inc., Carolina Precast, Inc. - Concrete Mix: ☐ Small Quantity

Other Producer/Supplier: Brand Name:

How Accepted: FIR-Pretest (Alt Req) Transferred From:

Comment:

Ready

Note: The default Sort Order is Line Item number first, then the Date (newest first), MRR number, and Material. The default Sort Order can be changed by clicking on the Sort icon or by selecting **Edit > Sort**. See the User Guide "Getting Started" for more details on working with the Sort function.

Column Definitions for the Review Material Receipts Window

Row: A number assigned by HiCAMS. Used to identify those rows which cannot be saved.

MRR: The number assigned by the Resident Engineer's Office to each Report of Material Received (MRR) turned into the office. This field may currently contain any combination of numbers and text.

Date: The date on the MRR. This may or may not correspond to the date that Material was received on the project. It generally is not before the date the material arrived at the project.

Line Item: The Line Item associated with the Material on the MRR. The same material may occur on one or more Line Items on the Contract Bill of Materials (CBOM). The Line Item must be entered before any Materials associated with the Line Item will display.

Material: If only one Material is associated with a Line Item, it will default in the Material field. If more than one material received by MRR exists on the CBOM, the user must select the Material from the drop down list.

UOM: UOM stands for Unit of Measure. This is the unit of measure associated with the Material. It may or may not be the same as the Line Item Unit of Measure.

Received Quantity: The quantity of Material received at the project.

Received By: The name of the individual who created the paper MRR.

Plant ID: The unique alphanumeric combination which is assigned to a Producer Supplier. The first two characters identify the Facility Type and the next one or more characters are the Facility's unique number.

Note: For a complete listing of all Facility Types and their associated two-letter code, see ***DOH Vendor > Admin > Codes Table > Facility Type***.

Status: There are three Material Receipt Report statuses.

Received: Indicates that the Material has been accepted on the project and is counted for Project Acceptance purposes

Transfer: Indicates that the Material has been transferred from another project and a skeleton MRR entry has been created in HiCAMS. See the section entitled "XXX" of this User Guide for more information on Transferring materials in HiCAMS.

Void: Indicates that the Material on the MRR is no longer counted for Project Acceptance purposes.

Field Definitions for the Review Material Receipt Window Tabs

General Tab (Active for all Material Receipts):

The screenshot shows the 'General' tab of a software window. At the top, there are four sub-tabs: 'General' (selected), 'Certification', 'Alternate ID', and 'History'. The main area contains the following fields and values:

- Line Item:** 29 - HP12X53 PILES
- Unit Price:** \$48.8500
- Bid Quantity:** 375.000
- Date Produced:** 00/00/0000
- Approved Producer/Supplier:** Skyline Steel Corp., Skyline Steel Corp. - Duluth, GA - SS19
- Other Producer/Supplier:** (empty text box)
- Brand Name:** (empty text box)
- How Accepted:** Certification
- Transferred From:** C200891
- Concrete Mix:** (empty text box)
- Small Quantity:** ☐
- Comment:** RECEIVED BY SIZEMORE

At the bottom left, there is a status bar that says 'Ready'.

Line Item: The Contract Line Item number and Description. May include contract adjustment information.

Unit Price: The Bid Item's Bid Price

Bid Quantity: The estimated amount of work included in the contract for this Line Item.

Date Produced: When the Material was fabricated.

Approved Producer Supplier: If the MSG Material Type being received has a Facility Type required, the facility is selected here.

Concrete Mix: If the MSG Material Type being received requires a Concrete Mix design, the CMD is selected here.

Other Producer Supplier: If the MSG Material Type being received does not have a Facility Type required, the producer's name is typed here.

Small Quantity: Checking this box overrides the MSG settings if the MSG allows special consideration for small quantities of material.

Brand Name: A name used to identify a commercial product or service, which may or may not be registered as a trademark. If the MSG Material Type being received requires that the Material be on an Approved List, the material's brand name is typed here.

How Accepted: Displays the MSG requirements that will generate an accepted quantity.

Transferred From: Displays the source contract on a MRR created using the Transfer function.

Comment: Provides a space to enter additional information about the MRR entry.

Certification Tab (Active for Materials which require Certifications)

General | **Certification** | Alternate ID | History

Cert Type(s): 1: Certified Mill Test Report
 2: Typical Certified Mill Test Report
 4: Certified Test Reports

Approval Resp: Project Personnel

Approved Date: 05/04/2006 ☒ **Documents Received**

Approved By: Bennett, Ransom B

Ready

Cert Types: Lists the Types of Certifications required by the MSG for this Material Type.

Note: Certification Types are defined in Section 106-3 of the NCDOT Standard Specifications for Roads and Structures. For additional information, contact the Materials and Tests Unit.

Approval Resp: Indicates who is responsible for reviewing and accepting each Certification

Approved Date: The date the certifications were reviewed for acceptance.

Documents Received: Checking this box indicates that the required certifications have been submitted with the Material Received Report.

Approved By: The name of the person who reviewed the certifications for acceptance.

Alternate ID Tab (Active for Materials which require Alternate IDs)

General | Certification | **Alternate ID** | History

Row	Alternate Type	Alternate ID	Received Quantity	Accepted Quantity	Sample ID	FIR Report Type	FIR Report ID
1	Lot	C12-07282005	1.000	1.000	390337		

Define Range
 Count: 2
 Create Range
 Clear Range

Ready

Alternate Type: The Type of Alternate ID required by the MSG for this Material Type.

Note: For assistance with Alternate IDs, contact Materials and Tests HiCAMS Support at 1-919-329-4357.

Alternate ID: The number that links the Material on the MRR to a Sample or Field Inspection Report.

Received Qty: The amount of the Material that has this Alternate ID. Some Alternate Types are specific to each Piece and will have a quantity of 1 while some can represent Lots and can have a quantity greater than 1.

Accepted Quantity: The quantity available on the Sample or FIR that can be linked to this MRR. This quantity may be less than or equal to the Received Quantity.

Sample ID: The number of the Sample to which the Alternate ID is assigned. If this field is populated, the FIR Report Type and FIR Report ID will be blank.

FIR Report Type: The Name of the Field Inspection Report to which the Alternate ID is assigned.

FIR Report ID: The number of the Field Inspection Report to which the Alternate ID is assigned. If the FIR Report Type and Report ID fields are populated, the Sample ID will be blank.

Note: The Sample or Field Inspection Report information is only populated if the Alternate ID Matching setting on the Minimum Sampling Guide is set to Match Alt ID/Match from Sample.

History Tab (Active for all Material Receipts):

General Certification Alternate ID History					
Action	Action Date	Status	Who	Comment	
Create	01/06/2009 2:24:00 PM	Received	Wilson, Kathy H		
Transfer	02/12/2009 10:10:00 AM	Received	Wilson, Kathy H	A total quantity of 105.200 from this MRR has been transferred to Cor	

Action: Shows what was done to the Material Receipt. Actions include Comment, Conversion, Create, Transfer, and Void.

Action Date: The date that the action was set in HiCAMS. This date and time are system generated.

Status: Indicates whether the Material Receipt is Received, Voided, or Transferred.

Who: The display name of the person who took the action.

Comment: Displays the most recent comment made for this Material Receipt. Provides tracking information for who did what and when it was done

Navigation Button Definitions

The following buttons appear in the toolbar of the Review Material Receipts window.

Please note: Buttons will display in the window based on the status of the highlighted row in the window.



Insert button. Used to create a New Row.



Delete button. Used to remove an UNSAVED row.



Save As button. Used to create a copy of an existing row.



Void button. Used to nullify a SAVED row.



Transfer button. Used to move the electronic record for a material from one project to another.

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-733-2210.

Date	Version	Description	Author
December 1999	1.0	Initial Version	HiCAMS Team Documentation Specialist
October 2003	2.0	Updated document	Deirdre Warner
	3.0	Not published	
August 2006	3.1	Updated content to match V5.9 functionality and added business information	Marie Novello
March 2009	3.2	Reorganized content	Marie Novello
May 2009	3.3	Added information about Alternate IDs and updated definitions	Marie Novello